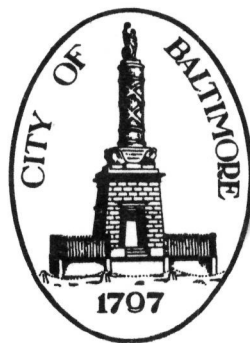


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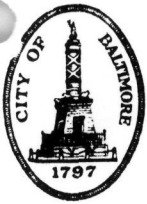
1966

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**CITY EMPLOYMENT
SURVEY**



MAY 1966



MDB 51897

BALTIMORE COMMUNITY RELATIONS COMMISSION

210 N. Calvert Street
Baltimore, Maryland 21202
Phone 752-2000 Ext. 2107

May 26, 1966

The Honorable Theodore R. McKeldin
Mayor of Baltimore
Maryland

Dear Mr. Mayor:

During early 1965, the Baltimore Community Relations Commission presented to you its survey of employment within seventy-eight departments, bureaus, agencies and/or administrative units of operation in City government. At that time you requested that we implement certain recommendations set forth in that report.

In addition to meeting with administrators and top supervisory personnel of several City bureaus and departments, the Commission has resurveyed fifty-nine departments, bureaus, agencies and/or units of operation. The Commission did not resurvey all of the units included in the 1964 study but selected for re-examination those in which the involvement of Negro classified employees was less than fifteen percent of the total work force. The Commission does not support any type of quota but has used percentage figures here as a guideline for comparative purposes in order to learn what changes in the provision of greater opportunities for Negroes and other minority group members may have occurred within these departments since the last City survey.

The present situation indicates that, generally, there has been little increase in the degree of Negro involvement since the last survey. However, the Commission recognizes that this situation might be attributed to several factors:

1. A low rate of turnover in personnel.
2. A shortage of qualified Negroes with specific skills.
3. A lack or limited number of Negro applicants.

Mayor T. R. McKeldin

May 26, 1966

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Included in this report you will find statistical data for those departments resurveyed. In addition, the Commission has outlined its concerns raised by the findings and has offered recommendations for your consideration.

We would certainly appreciate your reaction and suggestions.

Sincerely yours,

Joseph H. Purdy, Chairman
Baltimore Community Relations
Commission

Enclosure
JHP/gmf

BALTIMORE COMMUNITY RELATIONS COMMISSION

Survey of City Employment

In January 1965, the Baltimore Community Relations Commission submitted to Mayor Theodore R. McKeldin the findings of an in-depth study of employment practices within departments of City government. In addition to its findings, the Commission voiced certain concerns and offered recommendations for consideration by the Mayor.

After reviewing the report, Mayor McKeldin re-directed this Commission to begin implementing certain recommendations. In this regard, the Commission has met with administrators and top supervisory personnel of several City departments and bureaus. Additionally, it has re-surveyed fifty-nine (59) departments, bureaus, agencies and/or units of operation within City government in order to learn what changes in the provision of greater opportunities for Negroes and other minority groups may have occurred since the last City survey. This report is based on the information so gained.

Selected for re-examination were those units in which Negroes comprised less than fifteen percent of the work force in classified positions. The Baltimore Community Relations Commission does not support any type of quota. It has merely used percentage figures here as a guideline for comparative purposes.

As in the previous study, the material in this report has been divided into three broad phases dealing with the present situation, promotional practices and recruitment policies. Changes in employment patterns which have occurred within these fifty-nine (59) departments since July 1, 1964 have also been outlined.

Although some of the surveys were returned promptly, for the most part, much more time was taken by some units to respond than was originally anticipated.

F I N D I N G S

Personnel Practices

- (1) Question: What steps have been taken within your department to insure that all personnel are made aware of promotional opportunities for which they may be qualified?

Answer: Announcements from the Civil Service Commission are used by most units to inform employees of job vacancies. These are usually placed on bulletin boards. Other methods used are personal contact, staff meetings, and verbal announcements.

- (2) Question: What promotions in your department are effected by means other than through Civil Service examinations?

Answer: Most of the units responded negatively. Several bureaus in the Department of Public Works and Bureau of Parks indicated that promotions within the laboring class are effected by other means.

- (3) Question: To what extent are you doing on-the-job training for the purpose of meeting immediate needs or in preparation for promotion?

Answer: Most units indicated that employees receive informal training through their immediate supervisors. Several indicated that employees are familiarized with as much of the operation as possible so that when vacancies occur, promotions can be made from within the department.

Several bureaus within the Department of Public Works have formal training programs. For example, the Bureau of Building Inspection has a training program for all inspectors and for employees in the newly established Complaint Division.

The Revenue Control Division of the Department of Finance indicated that there is no formal program at the present time but there will be considerable change next year due to conversion to automatic data processing.

(Findings - Personnel Practices)

- (4) Question:
- (a) How many persons in your department have had on-the-job training since July 1, 1964?
 - (b) How many persons have been up-graded as a result of on-the-job training since July 1, 1964?
 - (c) How many Negroes have had on-the-job training since July 1, 1964?
 - (d) How many Negroes have been up-graded as a result of on-the-job training since July 1, 1964?

Answer: Of the fifty-nine (59) units re-surveyed, ten (10) submitted no response and eight (8) answered "none" to each of the four (4) questions.

In response to the first question, three (3) units indicated that all employees received on-the-job training. (It may be assumed that this was informal training.) Five (5) units indicated that a total of 129 employees had received on-the-job training since July 1, 1964.

As a result of on-the-job training, a total of ninety-five (95) persons were up-graded in four (4) units. Three units reported a total of eighteen (18) Negroes who have had on-the-job training, and eleven (11) Negroes were up-graded.

- (5) Question: In what sections or sub-units within your department have Negroes been placed for the first time since July 1, 1964?

Answer: The vast majority of the units either made no response or indicated "none". Fifteen (15) of the departments, bureaus, agencies, and/or divisions of operation reported a total of thirty(30) Negroes placed in sections for the first time since July 1, 1964 as listed on the following page:

(Findings - Personnel Practices)

<u>Department</u>	<u>Section and/or Position</u>	<u>Number of Negroes</u>
Comptroller	Executive Office- Receptionist	<u>1</u>
Finance		
Central Payroll	Controls Division	1
Machine Accounting	Senior Key punch Operator	2
Receipts	Tax Relief for Elderly Persons and Delinquent Accounts	<u>3</u>
Sub-Total		<u>6</u>
Law	Receptionist	<u>1</u>
Parks		
Stadium	Heavy Duty Laborer	1
Forestry	Heavy Duty Laborer	<u>8</u>
Sub-Total		<u>9</u>
Post Mortem Examiners	Senior Clerk-Stenographer	<u>1</u>
Public Works		
Building Inspection	Complaint, Compliance, Engineering Divisions	4
Highways	Maintenance Division	1
Mechanical-Electrical	Mechanical Division	1
Sanitation	Main Office	2
Surveys	Computation Division	1
Water Supply	Purification Division	<u>2</u>
Sub-Total		<u>11</u>
Transit and Traffic	Parking Meter Repairman	1

(Findings - Personnel Practices)

- (6) Question: What Steps have been taken since July 1, 1964 to implement more fully the official policy of the City of Baltimore as an equal opportunity employer? Please comment.

Answer: About twelve (12) of the fifty-nine (59) departments, bureaus, agencies and/or administrative units re-surveyed gave no response to the above question. Some responses were: "all employees know", "we do not feel any additional steps are required" and "no opportunity to use the policy".

The majority of units which responded to the question merely gave, in effect, a policy statement indicating that all qualified persons are given consideration regardless of race, color, religion, etc. However, a few did list more definite steps such as:

1. Posting notices and directives
2. Conferring with Division Heads
3. Placing Negroes in various jobs for the first time
4. Explaining Ordinance No. 103
5. Establishing an In-Office Training Program
6. Conferring with representatives of the Community Relations Commission

FINDINGS

Promotional Practices

Within these departments, there was a total of 405 employees in job grades as a result of promotions from lower grades since July 1, 1964. Of this number, 355 (87.7% of the total) were white and 50 (12.3%) of the total were Negroes.

However, all of the Negroes promoted worked within five (5) departments while 74.8% of the white employees promoted worked within these departments. The table below indicates the distribution of Negro employees promoted.

<u>Department</u>	<u>Whites Promoted</u>	<u>Negroes Promoted</u>	<u>Total</u>	<u>%W</u>	<u>%N</u>
Civil Service Commission	6	2	8	75.0	25.0
Finance	33	3	36	91.6	8.4
Fire	20	2	22	91.0	9.0
Public Works	221	40	261	84.7	15.3
Transit and Traffic	<u>23</u>	<u>3</u>	<u>26</u>	<u>88.5</u>	<u>11.5</u>
TOTALS	303	50	353	85.9	14.1

The other departments which indicated a total of fifty (50) white employees promoted since July 1, 1964 were: Assessments, Audits, Mayor's Advisory Committee on Small Business, Law, Municipal and Zoning Appeals, Planning and Zoning, Post Mortem Examiners and Parks.

F I N D I N G S

Present Situation

Although Negroes constitute 17.8% of the total work force within the departments re-surveyed, twelve (12) departments (with a total of 75 employees) have no Negro personnel. These same twelve (12) departments reported no Negroes in the 1964 survey. Nine (9) of the twelve (12) departments with no Negro employees reported no increase or decrease in total employment since the last City survey. Two (2) departments reported a total increase of five (5) employees while the remaining department indicated that employment had decreased by one person.

Three (3) departments with a total of 193 employees have at least one (1) Negro but less than 5% total Negro employment. Two (2) of these departments were in this same category in the 1964 survey.

Four (4) departments have between 5% and 10% Negroes out of a total of 690 employees. All of these departments were in this same classification in the 1964 survey.

Five (5) departments have between 10% and 15% Negroes out of a total of 2,889 employees. Four (4) of them were in this category in 1964.

In only two (2) departments (which have a total of 4,410 persons) is the percentage of Negroes greater than 15%. Only one of these departments was in this category in the 1964 survey.

Of the 1,477 Negroes employed within the departments re-surveyed, 768 work as laborers and 266 hold unclassified positions. In these combined categories, Negroes hold 29.6% of all jobs.

In the classified grades, Negroes comprise only 9.2% of the total work force. The lowest classification in which Negroes are employed is grade 15, with a base salary of \$2628, while the highest classification in which a Negro is employed is grade 39, with a base salary of \$8220.

(Findings - Present Situation)

Negroes are employed in every job classification between grades 13 through 31 and 33 through 35. More than one-half of all classified Negro employees in the re-surveyed departments are in grade 29. All but two (2) of the 239 Negroes in this trade are Fire Fighters.

Twenty-eight (28) Negroes hold positions above grade 29 in the re-surveyed departments. Of these persons, thirteen (13) are Negroes in the Fire Department above the rank of Fire Fighter, including two Lieutenants. All of the remaining sixteen (16) employees work in various bureaus within the Department of Public Works.

PRESENT SITUATION

PERCENTAGE OF NEGRO AND WHITE IN EACH DEPARTMENT

Department	Number of Employees				% of Total Employees in Dept.		
	White	Negro	Other	Total	White	Negro	Other
Assessments	55	2	1	58	94.8	3.5	1.7
Audits	30			30	100.0		
Bail Bond License Commissioner	1			1	100.0		
Baltimore-Anne Arundel County Board of Zoning Appeals	1			1	100.0		
Baltimore Museum of Art	47	9		56	84.0	16.0	
City Council-Financial Review	2			2	100.0		
Civil Defense Organization	9	1		10	90.0	10.0	
Civil Service Commission	49	5		54	90.7	9.3	
Commission on the Aging	2			2	100.0		
Comptroller Executive Director	3	1		4	75.0	25.0	
Harbor Master	5			5	100.0		
Market and Comfort Stations	23	8		31	74.1	25.9	
Municipal Post Office	7	2		9	77.8	22.2	
Municipal Telephone Exchange	19			19	100.0		
Office-President B/E	1			1	100.0		
Real Estate	11			11	100.0		
Sub-Total - Comptroller	69	11		80	86.2	13.8	

PRESENT SITUATION

PERCENTAGE OF EMPLOYEES BY RACE IN EACH DEPARTMENT

Department	Number of Employees			Total	% of Total Employees in Dept.		
	White	Negro	Other		White	Negro	Other
Finance							
Office of Director	13			13	100.0		
Accounts and Disbursements	20	3		23	86.9	13.1	
Central Payroll	49	1	1	51	96.0	2.0	2.0
Cost Accounting	42	3		45	93.3	6.7	
Machine Accounting	50	2		52	96.1	3.9	
Purchases	56	8		64	87.5	12.5	
Revenue Control	11	1		12	91.6	8.4	
Receipts	106	12		118	89.8	10.2	
Sub-Total - Department of Finance	347	30	1	378	91.7	7.9	0.4
Economical Development Commission	3			3	100.0		
Employees Retirement	16			16	100.0		
Fire Department	1870	251		2121	81.1	11.9	
Law Department	79	2		81	97.5	2.5	
Mayor's Advisory Committee on Small Business	2			2	100.0		
Municipal and Zoning Appeals	6			6	100.0		
Off Street Parking Commission	2			2	100.0		
Orphan's Court	1			1	100.0		

PRESENT SITUATION

PERCENTAGE OF EMPLOYEES BY RACE IN EACH DEPARTMENT

Department	<u>Number of Employees</u>				<u>% of Total Employees in Dept.</u>		
	White	Negro	Other	Total	White	Negro	Other
People's Court	52	2		54	96.2	3.8	
Planning and Zoning	38	6	2	46	82.6	13.0	4.4
Post Mortem Examiners	31	3		34	91.1	8.9	
Public Works							
Office of Director	20	1		21	95.2	4.8	
Building Construction	61	1		62	95.1	24.9	
Building Inspection	423	56	1	480	88.1	11.6	0.2
Highways	572	156		728	78.5	21.5	
Mechanical-Electrical	170	19		189	89.6	10.4	
Sanitation	810	541	4	1355	59.7	39.9	0.4
Sewers	358	147	1	506	70.7	29.0	0.4
Surveys	90	10	1	101	89.1	9.9	1.0
Tests	56	1	2	59	94.9	1.7	3.4
Transportation	76	12		88	86.3	13.7	
Water Supply	661	104		765	86.4	13.6	
Sub-Total - Public Works	3297	1048	9	4354	75.8	24.0	0.2
Parks							
Administrative Division	9			9	100.0		
Baltimore Zoo	40	17		57	70.1	29.9	
Carroll	67	6		73	91.7	8.3	
Clifton	82	14		96	85.4	14.6	
Construction Division	51	11		62	82.2	17.8	
Druid Hill	67	18		85	78.8	21.2	
Forestry	55	8	2	65	84.6	12.3	3.1
Gwynns Falls	53	11		64	82.8	17.2	
Horticulture	33	2		35	94.2	5.8	

PRESENT SITUATION

PERCENTAGE OF EMPLOYEES BY RACE IN EACH DEPARTMENT

Department	<u>Number of Employees</u>				<u>% of Total Employees in Dept.</u>		
	White	Negro	Other	Total	White	Negro	Other
Patterson	54	3		57	94.7	5.3	
Stadium	27	2		29	93.1	6.9	
Sub-Total - Parks	538	92	2	632	85.1	14.5	0.4
Transit and Traffic	209	15		224	93.3	6.7	
Treasurer	9			9	100.0		
TOTALS	6765	1477	15	8257	81.9	17.8	0.3

PRESENT SITUATION

PERCENTAGES OF EMPLOYEES IN EACH CLASSIFICATION

Grades	Number in Each Grade				Percent in Each Grade		
	White	Negro	Other	Total	White	Negro	Other
Unclassified	893	266	3	1162	76.8	22.9	0.3
2	110	15		125	88.0	12.0	
6	9			9	100.0		
9	1			1	100.0		
12	1			1	100.0		
13	14	6		20	70.0	30.0	
14		1		1		100.0	
15		1		1		100.0	
16	35	23		58	60.3	37.7	
17	34	7		41	82.9	17.1	
18	67	13		80	83.7	16.3	
19	14	4		18	77.7	22.3	
20	39	8		47	82.9	17.1	
21	180	32		212	84.9	15.1	
22	234	21		255	91.7	8.3	
23	205	17		222	92.3	7.7	
24	172	9		181	95.0	5.0	
25	72	5		77	93.5	6.5	
26	169	4	1	174	97.1	2.2	0.7
27	122	5		127	96.0	4.0	

PRESENT SITUATION

PERCENTAGES OF EMPLOYEES IN EACH CLASSIFICATION

Grades	Number in Each Grade				Percent in Each Grade		
	White	Negro	Other	Total	White	Negro	Other
28	119	3		122	97.5	2.5	
29	1198	239		1437	83.3	16.7	
30	299	12	1	312	95.8	3.8	0.4
31	323	7	2	332	97.2	2.1	0.6
32	38			38	100.0		
33	288	2	1	291	98.9	0.6	0.5
34	120	7		127	94.4	5.6	
35	50	1		51	98.0	2.0	
36	145		1	146	99.3		0.7
37	62			62	100.0		
38	13			13	100.0		
39	74	1	1	76	97.6	1.2	1.2
40	23			23	100.0		
41	8			8	100.0		
42	33		1	34	97.0		3.0
43	8			8	100.0		
44	24			24	100.0		
45	2			2	100.0		
46	4			4	100.0		
47	3			3	100.0		
48	5			5	100.0		
50	2			2	100.0		
51	3			3	100.0		

PRESENT SITUATION

PERCENTAGES OF EMPLOYEES IN EACH CLASSIFICATION

	<u>Number in Each Grade</u>				<u>Percent in Each Grade</u>		
	White	Negro	Other	Total	White	Negro	Other
Laborers	1550	768	4	2322	66.7	33.1	0.2
TOTALS	6765	1477	15	8257	81.9	17.8	0.3
Classified	4322	443	8	4773	90.5	9.2	0.3
Laborers and Unclassified	2443	1034	7	3484	70.1	29.6	0.3

Total Classified Grades By Salary Range and Race
(as determined by base salary)

Grades	Salary Range	No. of Employees	No. of Whites	No. of Negroes	Other	%W	%N	%O
1--9	\$1,260-1,944	135	120	15		88.9	11.1	
10-17	\$2,052-2,892	122	84	38		68.9	31.1	
18-23	\$3,036-3,828	834	739	95		88.7	11.3	
24-28	\$4,008-4,848	681	654	26	1	94.5	3.8	1.7
29-42	\$5,088-9,552	2,950	2,674	269	7	90.6	9.1	0.3
43-52	\$10,044-15,600	51	51			100.0		
TOTALS		4,773	4,322	443	8	90.5	9.2	0.3

DEPARTMENTAL CHANGES

Listed below are employment figures for the resurveyed departments as reported in the 1964 City survey and in the 1965 resurvey.

	<u>1964</u>	<u>1965</u>
White	6606	6765
Negro	1304	1477
Other	<u>15</u>	<u>15</u>
TOTALS	7925	8257

These figures indicate an increase of 332 employees within these departments. More than half of the increase is due to the addition of Negro employees. Of the total persons added, 173 (52.1%) were Negroes while 159 (47.9%) were white.

The chart which follows shows changes in employees by race for each department resurveyed.

1964 - 1965

<u>Department</u>	<u>White</u>	<u>Negro</u>	<u>Other</u>	<u>Change</u>
Assessments	+ 2	-1		+ 1
Audits	+ 4			+ 4
Bail Bond				0
Balto-Anne Arundel County Zoning				0
Baltimore Museum of Art	+ 1	+2		+ 3
City Council-Financial Review				0
Civil Defense	+ 1			+ 1
Civil Service Commission	+ 9	+1		+10
Commission on the Aging				0
Comptroller				
Executive Division	- 1	+1		0
Harbor Master				0
Market and Comfort Station	+20	+8		+28

(Departmental Changes)

1964 - 1965

<u>Department</u>	<u>White</u>	<u>Negro</u>	<u>Other</u>	<u>Change</u>
Municipal Post Office				0
Municipal Telephone				0
Office-President/Board of Estimates				0
Real Estate	+ 1			+ 1
Sub-Total	+20	+9		+29
Finance				
Office of Director	+13			+13
Accounts and Disbursements	-10	+2		- 8
Central Payroll	+ 3	+1		+ 4
Cost Accounting	+ 2	-2		0
Machine Accounting	+ 3	+2		+ 5
Purchases	+ 8	+1		+ 9
Revenue Control				0
Receipts	- 1	+6		+ 5
Sub-Total	+18	+10		+28
Economic Development Commission	+ 1			+ 1
Employees Retirement	- 1			- 1
Fire	-21	+1		-20
Law	+ 2			+ 2
Mayor's Advisory Committee on Small Business				0
Municipal Zoning Appeals				0
Off-Street Parking				0
Orphans' Court				0
People's Court	+ 2			+ 2
Planning and Zoning	- 1	+1		0
Post Mortem Examiners		+1		+ 1

(Departmental Changes)

1964 - 1965

<u>Department</u>	<u>White</u>	<u>Negro</u>	<u>Other</u>	<u>Changes</u>
Public Works				
Office of Director	+ 7			+ 7
Building Construction	+12			+12
Building Inspection	+25	+ 4		+29
Highways	+ 5	+ 8		+13
Mechanical-Electrical	+128	+17		+145
Sanitation	-42	+83		+41
Sewers	-19	+ 3		-16
Surveys	- 3	- 1		- 4
Tests	+ 3	- 1		+ 2
Transportation	+ 2	+ 3		+ 5
Water Supply	-11	+10		- 1
Sub-Total	+107	+126		+233
Parks				
Administrative Division				0
Baltimore Zoo	+ 2	- 1		+ 1
Carroll		+ 3		+ 3
Clifton	- 5	+ 4		- 1
Construction Division		- 1		- 1
Druid Hill	+ 11	+ 7		+18
Forestry	+ 13	+ 8	+ 1	+ 22
Gwynns Falls	- 2	+ 4		+ 2
Horticulture		- 1		- 1
Patterson	+ 5		- 1	+ 4
Stadium	- 1	+ 1		0
Sub-Total	+ 23	+ 24	0	+ 47
Transit and Traffic	+ 3			+ 3
Treasurer				0

(Departmental Changes)

1964 - 1965

<u>Department</u>	<u>White</u>	<u>Negro</u>	<u>Other</u>	<u>Changes</u>
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Note: The Division of Disability Compensation, which was part of the Department of Comptroller in 1964, is now included within the Medical Services Division of the Civil Service Commission and represents an additional net loss of eleven (11) white employees and one (1) Negro employee.

- 11	+ 1		+ 12
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TOTALS

+159	+173	0	+332
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CONCERNS

A review of the findings dealing with the "present situation" in the City departments which were resurveyed raises the following questions:

- (1) To what extent are these departments making a determined effort to implement more fully the official policy of the City of Baltimore as an equal opportunity employer? As reported above, When asked this question in the current survey, many departments merely stated or paraphrased the City's policy and several gave no response whatsoever.
- (2) What are some of the factors contributing to the continued absence or small number of Negroes employed in certain departments, bureaus, agencies or administrative units within City government?
- (3) What factors exist which might preclude the advance of Negro career City employees into higher grades of employment and positions of responsibility which, heretofore, have never been filled by Negroes? Although employees of the Police Department and the Department of Education were not considered in the resurvey, it should be noted that during the current year the first Negro was promoted to the rank of Captain in the Police Department and the first Negro staff physician was appointed. A second Negro was appointed to the rank of Assistant Superintendent by the Board of School Commissioners, and now two of top eight administrators under Dr. Paquin's direction are Negroes.
- (4) In what way can the resurveyed departments provide more comprehensive on-the-job training and retraining to ensure greater promotional opportunity?

- (5) Can Civil Service rules or regulations be revised to provide for adequate periods of training prior to the taking of a qualifying examination?
- (6) How can those departments, bureaus, agencies, or administrative units of City government with little or no involvement of Negroes effectively communicate to the general public that they are desirous of hiring any qualified applicant? in general, those City agencies which have a fairly large number of Negro employees are those with much public contact, and the evidence of their policies of non-discrimination are readily observable. Also, to generalize, those City agencies with fewer Negro employees are those which perform functions which require little or no contact with the public. The idea that every classified position in every City agency can be filled by an able and qualified applicant without consideration of factors of religion or ethnic origin must be effectively and continually communicated to the public.
- (7) To what extent can the number of Negroes employed as laborers and in unclassified positions be increased within City government to a degree of involvement comparable to that found in private employment where a majority of those persons employed in laboring and unskilled positions are Negroes? It is encouraging to note that two-thirds of the laborers added to the various bureaus within the Department of Public Works during the year between surveys were Negroes (113 out of a total of 168). During the same period, however, the percentage of

Negroes in unclassified and laboring positions within all divisions of the Bureau of Parks decreased from 22.9% to 16.5% -- although the actual decrease in white laborers exceeded that for Negro laborers, fifty-seven and forty-two respectively. In all of the resurveyed departments, the percentage of Negroes in laboring and unclassified positions is 29.6%, less than one-third of the total. At the same time, the unemployment rate for Negroes in Baltimore is double that for whites.

RECOMMENDATIONS

As a result of the findings made in the resurvey of these departments, it is recommended that --

- (1) To keep aware of the degree of progress being made by Negroes within City government, the Mayor should direct the Central Payroll Bureau to make monthly statistical reports of the job grades held by Negro employees of the City through electronic data processing means. Such a report should include the race and classified grade of every City employee, totalled by bureau, agency, or other operational unit within all City departments.
- (2) The Mayor appoint a committee composed of one or more of his staff assistants, one or more staff members of the Community Relations Commission, one or more staff members of the Civil Service Commission, and personnel officers of major City departments to draft detailed and specific steps to be taken by the head of each department, bureau, agency, and administrative unit to insure that all personnel practices are such as to guarantee that the policy of the City of Baltimore in the area of merit employment is being adhered to in every possible way. This special committee would also be given the task of suggesting ways by which the involvement of Negroes in greater numbers in all job classifications could be achieved.
- (3) The Mayor should direct each City department or bureau head to meet regularly, preferably on a quarterly basis, with division heads and other subordinate supervisory personnel to review all steps taken to implement more fully the City's policy of equal opportunity for all

employees and to discuss candidly all problems related to fuller implementation. Each department or bureau head shall submit a comprehensive report to the Mayor, with a copy to the Community Relations Commission, every six months outlining all efforts made to guarantee fuller employment opportunities for minority group persons and reporting any related problems which may exist.

- (4) The Mayor shall direct the Civil Service Commission and all personnel officers of large City departments to state specifically in all job announcements, classified newspaper advertisements, and in all announcements through other media that all applicants will be accepted on a merit basis without regard to race, color, religion, national origin or ancestry.
- (5) The Civil Service Commission and those City departments which have their own recruiting and personnel officers should consider requesting Negro employees in City Service to speak at local schools and colleges, possibly those from which they graduated, for recruiting purposes. In addition, the Civil Service Commission should seek the cooperation of local radio stations, particularly those whose programming is directed at high school age persons, in having job needs advertised on a public service basis. Such announcements should urge youngsters to complete their education and inform the listener of the City government's policy of equality of opportunity.
- (6) The Mayor should direct various department heads to develop, where feasible, additional education programs in which part of the cost is paid by the City so that more employees in lowly ranked job classifications could qualify for advancement.

- (7) The Mayor and City Council of Baltimore should reconsider the system of obtaining unskilled labor strictly through political patronage and consider the possibility of hiring unemployed males from those areas of the City in which unemployment rates are the highest.
- (8) The Mayor should request that the Board of School Commissioners consider the development of basic electronic data processing courses in the high schools with on-the-job training provided by those City agencies with data processing equipment installations. Such a program should be placed initially in a high school which has a large number of students from low-income families who would be, therefore, the least able to pay for such training through private schools.

ASSESSMENTS

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17	4	2		6	66.7	33.3	
18-23	17			17	100.0		
24-28	12			12	100.0		
29-42	21		1	22	95.0	5.0	
43-52	1			1	100.0		
TOTAL CLASSIFIED	55	2	1	58	94.8	3.5	1.7
TOTAL UN- CLASSIFIED & LABORERS							
TOTAL EMPLOYEES	55	2	1	58	94.8	3.5	1.7

The Department of Assessments employs fifty-eight persons, all of whom work in classified positions.

Of the total work force only two employees are Negroes. Both have positions in grade 17, with a base salary of 2892.

Total employment for the Department of Assessments shows an overall increase of one employee since the last City survey. (The number of white employees increased by two persons, while the number of Negro employees decreased by one person.)

In terms of percentage, Negro employment within the department decreased by 33 1/3%.

BALTIMORE MUSEUM OF ART

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9	3			3	100.0		
10-17	2	3		5	40.0	60.0	
18-23	25	3		28	89.3	10.7	
24-28	6	3		9	66.7	33.3	
29-42	10			10	100.0		
43-52	1			1	100.0		
TOTAL CLASSIFIED	47	9		56	84.0	16.0	
Unclassified Laborers							
TOTAL UN- CLASSIFIED & LABORERS							
TOTAL EMPLOYEES	47	9		56	84.0	16.0	

The Baltimore Museum of Art is one of two City departments surveyed in which Negroes comprise more than 15% of the total work force. All employees are in classified positions, with Negroes working in job grades between 16 and 26. Base salaries for these grades are \$2760 and \$4404, respectively.

Total employment for the Museum shows an increase of three persons (one white and two Negroes) since the last survey of City employment was conducted. This reflects a 2.8% increase in Negro employment.

CIVIL SERVICE COMMISSION

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17		1		1		100.0	
18-23	20	4		24	83.3	16.7	
24-28	13			13	100.0		
29-42	12			12	100.0		
43-52	4			4	100.0		
TOTAL CLASSIFIED	49	5		54	90.7	9.3	
Unclassified Laborers							
TOTAL UN- CLASSIFIED & LABORERS							
TOTAL EMPLOYEES	49	5		54	90.7	9.3	

All employees in the Civil Service Commission hold classified positions, with Negroes comprising 9.3% of the total work force. Jobs held by Negroes are in grades 16, 18, 21 and 22, with the highest base salary \$3660 and the lowest \$2760.

Eight employees are in job grades as a result of promotions from lower grades in the department since July 1, 1964. Of this number, two are Negroes.

The total work force of the Civil Service Commission was increased by ten persons, only one of whom was a Negro.

COMPTROLLER

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9	6			6	100.0		
10-17	14	8		22	63.6	36.4	
18-23	23	1		24	95.8	4.2	
24-28	8	1		9	88.8	11.2	
29-42	12			12	100.0		
43-52	2			2	100.0		
TOTAL CLASSIFIED	65	10		75	86.6	13.4	
Unclassified Laborers	4	1		5			
TOTAL UN- CLASSIFIED & LABORERS	4	1		5	80.0	20.0	
TOTAL EMPLOYEES	69	11		80	86.2	13.8	

Since the last survey of employment in City government was conducted, several divisions formerly under the Comptroller have been placed within the Department of Finance. They are: Accounts and Disbursements, Central Payroll, Cost Accounting, Machine Accounting, Purchases, and Revenue Control. In addition, Disability Compensation became part of the Civil Service Commission and, for the resurvey, information regarding employment has been included with that of the Civil Service Commission.

Within the Department of the Comptroller four divisions have no Negro employees (Harbor Master, Municipal Telephone Exchange, Office-President of the Board of Estimates and Real Estate Division). The other divisions have one two and eight Negroes, respectively.

Negroes hold jobs in grades 13, 16, 21 and 24, with base salaries of

\$2388, \$2760, \$3492 and \$4008. In grades 13 and 16 there are four Negroes each while there is one Negro in grade 21 and one in grade 24.

Within the Department only one division (Executive Office) indicated that a Negro had been placed in a sub-unit for the first time. This person held a position as receptionist.

None of the divisions indicated that any persons are in job grades as a result of promotions.

A vast difference was noted in the total number of employees reported by the Bureau of Markets and Comfort Stations in the 1964 survey and 1965 re-survey. This was due to the fact that the bureau reported only its three office workers in the 1964 survey.

In terms of percentage, Negroes comprise 13.8% of the total work force and the department is one of five departments resurveyed in which the percentage of Negro employees ranged from 10% to 15%.

DEPARTMENT OF FINANCE

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17	11	2		13	84.6	15.4	
18-23	154	23		177	87.0	13.0	
24-28	90	4		94	95.7	4.3	
29-42	78		1	79	98.7	1.3	
43-52	7			7	100.0		
TOTAL CLASSIFIED	340	29	1	370	91.8	7.9	0.3
Unclassified Laborers	7	1		8			
TOTAL UN-CLASSIFIED & LABORERS	7	1		8	87.5	12.5	
TOTAL EMPLOYEES	347	30	1	378	91.7	7.9	0.4

All divisions of the Department of Finance, with the exception of two, were formerly a part of the Comptroller's Office. The Bureau of Receipts had previously been included in the Department of Treasurer and the Office of the Director has been established since the last City survey.

The Office of the Director, which has a total of thirteen employees, is the only division that employs no Negroes. Two divisions (Central Payroll and Revenue Control) have one Negro each. The other bureaus employ a total of twenty-eight Negroes, with the Bureaus of Receipts and Purchases having the largest numbers (twelve and eight respectively).

Of the total work force, Negroes comprise 7.9%.

Since July 1, 1964, Negroes have been placed in certain jobs for the first time:

Central Payroll - Controls Division

Machine Accounting - Senior Key punch Operator

Receipts - Tax Relief for Elderly Persons and Delinquent Accounts

Throughout the entire department there are only three Negroes in job grades as a result of promotions since July 1, 1964, yet there are thirty-three white persons in job grades as a result of promotions.

Negro employment in these divisions increased from 5.7% to 7.9% of the total work force, while the percentage of whites decreased from 94.1% to 91.7%.

DEPARTMENT OF PARKS

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17	17	6		23	73.9	26.1	
18-23	30	11		41	73.2	26.8	
24-28	16	1		17	94.1	5.9	
29-42	25			25	100.0		
43-52	1			1	100.0		
TOTAL CLASSIFIED	89	18		107	83.2	16.8	
Unclassified Laborers	449	74	2	525	85.5	14.1	0.4
TOTAL EMPLOYEES+	538	92	2	632	85.1	14.6	0.3

The Bureau of Parks employs 632 people, with 525 of them holding unclassified jobs. The vast majority of Negro employees (80%) work in this category.

Of the 107 classified employees, eighteen are Negroes who have job grades base salaries as follows:

<u>Grade</u>	<u>Base Salary</u>	<u>No. of Negroes</u>
14	\$2508	1
15	\$2628	1
17	\$2892	4
8	\$3036	4
21	\$3492	7
25	\$4200	1

Only one division within the bureau (Administrative Division) has no Negro employees. The Druid Hill Division has the largest number of Negro employees (18), however, seventeen of them are in unclassified jobs and one has a job at grade 15.

No Negroes are in job grades as a result of promotions received since July 1, 1964.

Two divisions, Forestry and Stadium Divisions, indicated that Negroes were placed for the first time since July 1, 1964 in the Heavy Duty Laborer class. The Stadium Division now has one Negro Heavy Duty Laborer while eight Negroes in this category now work in the Forestry Division.

The Forestry Division further indicated that a Negro had completed a course in tree trimming at a Manpower Training School and was given provisional employment in April, 1965.

Within the Department of Parks the percentage of Negroes increased from 11.7% to 14.5% of the total work force, while the percentage of white employees decreased from 88.0% to 85.1%.

DEPARTMENT OF PUBLIC WORKS

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9	111	15		126	88.1	11.9	
10-17	32	12		44	72.8	27.2	
18-23	325	42		367	88.6	11.4	
24-28	337	8	1	346	97.4	2.3	0.3
29-42	562	16	3	581	96.8	2.7	0.5
43-52	12			12	100.0		
TOTAL CLASSIFIED	1379	93	4	1476	93.4	6.3	0.3
Unclassified	368	187	1	556			
Laborers	1550	768	4	2322			
TOTAL UN- CLASSIFIED & LABORERS	1918	955	5	2878	66.6	33.2	0.2
TOTAL EMPLOYEES	3297	1048	9	4354	75.8	24.0	0.2

The Department of Public Works has more employees than any of the other departments that were resurveyed. Most of the workers have unclassified and laborer positions. The vast majority of Negroes (91.1%) employed by the department work in these categories.

Only 6.3% of the classified employees are Negroes and most of them (45.1%) work in job grades 18 through 23, with a base salary ranging from \$3036 to \$3828.

Although there are Negroes employed in each bureau within the department, three bureaus (Office of the Director, Building Construction, and Tests) employ only one Negro each. The other bureaus have at least ten or more Negro employees, most of whom are laborers.

Within the Department of Public Works, the Bureau of Sanitation employs the largest number of Negro employees. Although Negroes represent 39.9% of the total work force within the bureau, all but two work in laborer and unclassified jobs.

During the period between July 1, 1964 and October 1, 1965, Negroes were placed for the first time in some sections of the various bureaus. These are indicated below:

- Bureau of Building Inspection - Complaint,
Compliance and Engineering Divisions - 4
- Bureau of Highways - Maintenance Division - 1
- Mechanical-Electrical Services - Mechanical
Division - 1
- Surveys - Computation Division - 1
- Sanitation - Main Office - 2

Within the Department of Public Works Negro employment increased from 22.4% to 24.0% while the number of white persons decreased from 77.4% to 75.8%.

FIRE DEPARTMENT

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTALS</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17	1			1	100.0		
18-23	5			5	100.0		
24-28	17	1		18	94.5	5.5	
29-42	1828	250		2078	87.9	12.1	
43-52	8			8	100.0		
TOTAL CLASSIFIED	1859	251		2110	88.1	11.9	
Unclassified Laborers	11			11			
TOTAL UN- CLASSIFIED & LABORERS	11			11	100.0		
TOTAL EMPLOYEES	1870	251		2121	88.1	11.9	

Of the City Departments that were resurveyed, the Fire Department ranks second largest in total number of employees. Negroes comprise 11.9% of the total work force and with one exception, hold classified positions in grades 28, 29, 30, and 33.

The department employs a total of 251 Negroes who work in the following positions:

Fire Fighters - 237
Pump Operators- 9
Lieutenants - 2
Fire Fighters - 2
(M.A.S.)
Equipment
Decorator - 1

Between July 1, 1964 and October 1, 1965, only two Negroes were promoted within the Fire Department while twenty white employees received promotions. During the same period, 104 white persons were appointed to various positions and only nineteen negroes were appointed.

Six of twenty-three employees who resigned were Negroes and two of the five employees dismissed were Negroes.

Total employment for the department was decreased by twenty persons. (In comparison with the 1964 survey, the number of white employees has decreased by twenty, while the number of Negroes has increased by one).

In terms of percentage, Negro employment remains about the same as reported in the previous survey of employment in City government.

LAW DEPARTMENT

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17							
18-23	3			3	100.0		
24-28	23			23	100.0		
29-42	13			13	100.0		
43-52							
TOTAL CLASSIFIED	39			39	100.0		
Unclassified Laborers	40	2		42			
TOTAL UN- CLASSIFIED & LABORERS	40	2		42	95.2	4.8	
TOTAL EMPLOYEES	79	2		81	97.5	2.5	

The Law Department employs a total of eighty-one persons, forty-two of whom are attorneys appointed to unclassified positions. The only two Negroes presently working in the department are in this category and represent 2.5% of the total work force. Both Negroes are Assistant City Solicitors.

Since July 1, 1964, a Negro was placed, for the first time, in a position as receptionist. However, she resigned to accept a better position with another City agency.

Total employment for the Law Department shows an increase of two persons since the survey of City employment that was conducted in 1964. These employees, both white, are in provisional positions at grades 18 and 26.

PEOPLE'S COURT

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17							
18-23	13			13	100.0		
24-28	33	2		35	94.3	5.7	
29-42	5			5	100.0		
43-52	1			1	100.0		
TOTAL CLASSIFIED	52	2		54	96.2	3.8	
Unclassified Laborers							
TOTAL EMPLOYEES	52	2		54	96.2	3.8	

There are still only two Negroes employed at People's Court and both are Constables and hold positions in grade 27. During the period between July 1, 1964 and October 1, 1965, one permanent Negro employee left service involuntarily while one was interviewed and selected for the position of Constable.

No promotions of either white or Negroes were reported and no employees were listed as holding temporary or provisional appointments.

In general, the employment situation at People's Court remains substantially the same as reported in the 1964 survey.

TRANSIT AND TRAFFIC

SALARY RANGE BREAKDOWN

<u>GRADES</u>	<u>WHITES</u>	<u>NEGROES</u>	<u>OTHERS</u>	<u>TOTAL</u>	<u>%W</u>	<u>%N</u>	<u>%O</u>
1--9							
10-17	3	2		5	60.0	40.0	
18-23	94	7		101	92.9	6.9	
24-28	62	5		67	92.5	7.5	
29-42	47	1		48	97.9	2.1	
43-52	1			1	100.0		
TOTAL CLASSIFIED	207	15		222	93.2	6.8	
Unclassified Laborers	2			2			
TOTAL UN-CLASSIFIED & LABORERS	2				100.0		
TOTAL EMPLOYEES	209	15		224	93.3	6.7	

Within the Department of Transit and Traffic, Negroes comprise 6.8% of the total work force and all are in classified positions. More Negroes are employed in grades 18-23 than in any other range of grades.

The number and percentage of Negro employees within the department has shown no change since the last City survey was conducted. It can be noted, however, that three Negroes are in job grades as a result of promotions from lower grades within the department since July 1, 1964, while twenty-three whites are in grades as a result of promotions during the same period.

Four Negro permanent employees left voluntarily and four were recruited by Civil Service since July 1, 1964. One Negro was reported as serving in a temporary position.

With regard to the sections or sub-units in which Negroes have been placed for the first time since July 1, 1964, it was reported that a Negro was placed in the Parking Meter section as a Parking Meter Repairman.

Total employment for the department increased by three persons, all of whom were white.

